

DDA Registry
86-0966x

16 May 1986

MEMORANDUM FOR: Executive Officer to the DDA

STAT FROM:
Chief, Personal Services Branch, OP

SUBJECT: Disbursement Procedures for CEAF Funds

The purpose of this memorandum is record your approval to handle future disbursements of CEAF funds as follows:

- a. The requestor takes or routes a memorandum to the Executive Officer to the DDA for approval of the expenditure or intended expenditure.
- b. The approved memo then goes to the EAA accountant in room GF44 Hqs for a check to be prepared on the CEAF account with the Credit Union. The check requires either C/PSB or DC/PSB signature. Receipts are required to cover the expenditure.
- c. If the requestor desires an advance prior to making the expenditure, the EAA Accountant will prepare a check for an appropriate amount. Where possible, this advance should be for slightly less than the anticipated expenditure to avoid the necessity for the requestor to refund money to the EAA accountant. The EAA accountant will then establish a suspense for this item until the requestor completes the purchase and provides the accountant with the necessary receipts. The requestor should settle this account within 10 working days following completion of the expenditure.
- d. Once the transaction is complete, the EAA accountant will forward copies of the approved memo and receipts to OF/Accounts Division 512 Key with a notation that the money has been disbursed.

STAT

DISTRIBUTION:

APPROVED:

STAT

Executive Officer to the DDA

19 May 86.

- Original - Addressee (to be returned to originating office)
- 1 - DDA Subject
 - 1 - DDA Chrono
 - 1 - EXO Chrono

ADMINISTRATIVE - INTERNAL USE ONLY

100-29